



GUIN MUNDORF

LLC

Attorneys at Law

Shellie L. Guin
4520 Main Street, Suite 520
Kansas City, Missouri 64111

Office: (816) 333-1700
Fax: (816) 886-3860
sguin@gmschoollaw.com

August 10, 2018

VIA ELECTRONIC MAIL

Ms. Elana M. Simha
United States Department of Education
Office of Civil Rights
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Elana.Simha@ed.gov

Re: *Raytown C-2 School District*
OCR Case No. 07-16-1026

Dear Ms. Simha:

The resolution agreement signed by the school district in the above-referenced matter includes the following provision:

- No later than August 31, 2018, the District shall distribute notice regarding the changes to the District's classroom observation policies to District officials and staff involved in the decision making process when a request for classroom observation is made. The notice will specifically state that schools are not permitted to develop, adopt or utilize internal school guidance or policies that alter, supplement or supplant Board Policy KK, without Board approval. The notice will also detail methods by which the District may structure a parent's classroom observation in order to minimize their distractions to other students, while still allowing parents to observe the students in their regular classroom settings. The notice will specify a District administrator who may be contacted if District officials or staff believe that a request for observation implicates other students' confidentiality rights under state or federal law.
- No later than August 31, 2018, the District will provide training on the subject of District's revised Board Policy and the notice described in the previous paragraph to District officials and staff involved in the decision making process when a request for classroom observation is made. The training will be conducted by an individual(s) knowledgeable about the revised Board Policy and the ways in which it differs from the prior Board Policy. The training may be conducted in person or electronically.

The Raytown C-2 School District has continued to fulfill the terms of the resolution agreement entered into in the above-referenced matter. On July 25, 2018, the notice and training requirements as set forth above were met during the District's annual Administrative Retreat.

Ms. Elana M. Simha

August 10, 2018

Page 2 of 2

The training was conducted in person by Ms. Jessica Bernard, who is an attorney for the District, and Dr. Marlene DeVilbiss, who is the Assistant Superintendent of Human Resources for the District. Enclosed please find the following:

- Notice of Changes to Board Policy KK
- Observation Request Form
- Training Materials Regarding Changes to Observation Policy
- Powerpoint Slides from Training
- Sign In Sheets for Training

These materials meet the reporting requirements for paragraphs four (4) and five (5) of the resolution agreement. Please let me know if you need any further information with respect to those terms.

Sincerely,



Shellie L. Guin

SLG/kh

Enclosures

cc: Ms. Kim Bielawski